



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

September 25, 2008

MEMO TO: Work Zone Qualifications and Training Committee Members
FROM: Meredith McDiarmid, PE, Work Zone Traffic Control Project Engineer
SUBJECT: Minutes for Meeting on Work Zone Qualification & Training Program

Committee members met on September 24, 2008 at 10am in the Century Center Work Zone Traffic Control Conference Room in Raleigh to further discuss requirements of a Work Zone Qualification and Training Program. **Action items are recorded in bold.**

A brief overview of recent developments of this program was given for the benefit of new attendees. The draft Work Zone Installer Minimum Training Elements (Document #7) was reviewed and discussed. The revised document is attached. All of the comments were specific to better defining the role of the installer under Planning and Preparation. **Committee members are to review this document and bring comments back to the next committee meeting on November 12th. At this time, this document will be finalized.**

A brief overview of recent developments of this program was given for the benefit of new attendees. The draft Work Zone Supervisor Minimum Training Elements (Document #8) was reviewed and discussed. The revised document is attached. **Committee members are to review this document and bring comments back to the next committee meeting on November 12th.**

The revised draft Traffic Control Requirements for Encroachers (Document #9) was redistributed. This document was revised to include guidance for "open cut" work zones as well as those that don't include open cuts. There were no additional revisions to this document, but there was considerable discussion. The discussion centered on operations that are less than 30 minutes and unobtrusive to the motorists (like meter readers for utilities). **The WZTCU will investigate the MUTCD to see if there are any concessions we can make for these types of operations and report back to the committee at the next meeting on November 12th.**

A draft Work Zone Traffic Control Certification and Training Definitions was distributed for review. No revisions were made to this document at the meeting. **If anyone has comments, provide them to Meredith McDiarmid at the next committee meeting on November 12th.**

Other items of discussion included:

- The need for protocol for conflict resolution related to work zone traffic control issues (municipalities, NCDOT, encroachers, etc.) including what to do in the interim until a final decision is made. This protocol should also include a primary NCDOT contact for work zone traffic control information and private entity (municipality, encroachers, etc.) contact for the same. Not only should this be developed, but it should be included in the training for the installer and supervisor levels.
- Guidance for documentation of work zone traffic control related actions, decisions, etc.

The WZTCU will draft a protocol and documentation guidance for review at the next committee meeting on November 12th.

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Currently, the proposed implementation dates for the Work Zone Qualifications and Training Program are:

- | | |
|--------------------------|---|
| July 2009 Let: | Require properly qualified and trained <u>Work Zone Flaggers</u> on all projects, including encroachments |
| January 2010 Let: | Require properly qualified and trained <u>Work Zone Traffic Control Installers</u> on all projects, including encroachments |
| July 2010 Let: | Require properly qualified and trained <u>Work Zone Traffic Control Supervisors</u> on all Significant Projects and Encroachments |

The group agreed to continue to meet to address these and other issues. Please review these minutes and be prepared to discuss these issues and others at the next meeting on November 12, 2008 at 10:00am in the Traffic Control Conference Room in the Century Center in Raleigh. If you have questions or comments on these minutes, feel free to contact me at (919) 250-4159.

MMM

cc: Steve Varnedoe, PE
(Attn: Jon Nance, PE)
(Attn: Lacy Love, PE)
Jennifer Brandenburg, PE
Kevin Lacy, PE
Division Engineers
Division Construction Engineers
Division Maintenance Engineers
Division Operation Engineers